



**CARPENTER II,  
CORRECTIONAL FACILITY**  
**Final Filing Date: September 26, 2014**

**OPEN, NONPROMOTIONAL - SPOT**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)  
SPOT EXAMINATION FOR:  
  
**SAN QUENTIN STATE PRISON**

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR's testing period for this examination is: **January - December**. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

**By mail to:**  
**San Quentin State Prison**  
**Delegated Testing Office**  
**100 Main Street**  
**San Quentin, CA 94964**

**or**  
**In person at:**  
**San Quentin State Prison**  
**Delegated Testing Office**  
**100 Main Street**  
**San Quentin, CA 94964**

If you are personally delivering your application, you must do so between the hours of **7:30 a.m. and 3:30 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

**NOTE:** Only applications with an original signature will be accepted.

**APPLICATION DEADLINE/ REQUIREMENTS** **September 26 2014** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**TEST DATE** It is anticipated that Qualifications Appraisal Interviews will be held during **October/November 2014**.

**SALARY RANGE(S)** **As of: July 28, 2014**  
  
**\$4,201 - \$4,844**

**MINIMUM QUALIFICATIONS** **Either I**  
One year of varied experience as a journey level carpenter; and completion of a recognized apprenticeship in carpentry.

**Or II**  
Five years of varied carpentry experience. An Associate of Arts or Certificate of Arts Degree in Carpentry from an accredited community college or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2 may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment.)

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.

Assignments during tour of duty may include sole responsibility for the supervision of inmates/youthful offenders and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION  
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

- Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:
- A. Knowledge of:

1. Principles, methods, materials, tools, and equipment used in carpentry.

2. Safety Orders of the Division of Industrial Safety applicable to carpentry.

3. Uniform building codes.
- B. Skill in:

1. Both rough and finish carpentry and the use of hand and power carpentry tools.
- C. Ability to:

1. Communicate effectively.

2. Read blueprints and work from and interpret plans and specifications.

3. Recognize lumber grades and types.

4. Keep records and make simple reports.

5. Prepare rough sketches of carpentry work.

6. Make estimates of material and labor.

7. Instruct and lead unskilled assistants.

8. Instruct, direct and coordinate the work of a small crew.

9. Follow oral and written instructions.

ELIGIBLE LIST  
INFORMATION

The resulting eligible list will be established to fill vacancies for the location listed above. The list will be abolished **24** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

A **Carpenter II, Correctional Facility**, erects, maintains, and repairs various buildings and structures; makes rough sketches and cost estimates; requisition stores and supplies; keeps records and makes simple reports; and instructs and leads unskilled assistants; prepares lists of materials and supplies; estimates job costs; lays out a job; and leads the work of craftspeople or helpers; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escape and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates/youthful offenders for contraband, such as weapons or illegal drugs; and other related duties.

Positions exist within the institution listed above with CDCR.

SPECIAL TESTING  
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS'  
PREFERENCE/  
CAREER CREDITS

Career credits or Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. **If you receive Veterans' Preference, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

**It is the candidate's responsibility** to contact San Quentin State Prison, Delegated Testing Office at (415) 455-5021 three weeks after the final filing date if he/she has not received his/her progress notice.

**Applications are available at** CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

**Veterans' Preference:** California law allows the granting of Veterans' Preference in any Open examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans' Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at [www.jobs.ca.gov/job/VeteransInformation](http://www.jobs.ca.gov/job/VeteransInformation).

**Career Credits:** California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by CalHR as managerial.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

GENERAL INFORMATION  
(CONTINUED)

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS